



Telephone: 01325 406214

- Name:

Company:
Address:

Postcode:
Telephone: Mobile:
Email:

6 Location of building to which work relates

Address:

Postcode:

7 Existing Building

Does the proposal consist of work to an existing building? YES ☐ NO ☐
If yes, what is the height of the existing building? metres
How many storeys are in the existing building? storey(s)

Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:
<https://www.legislation.gov.uk/ukxi/2023/275/regulation/5/made>
<https://www.legislation.gov.uk/ukxi/2023/275/regulation/6/made>

Please provide details of the current use of the existing building, including the current use of each storey:

8 Proposed Work

Description

What is the total internal floor area of the proposed work? metres²
What will be the height of the building after the proposed work? metres
How many storeys will be in the building after the proposed work? storey(s)

Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

Please provide details of the current use of the existing building, including the current use of each storey:

Please provide the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (Lapse of building control approval: commencement of work) of The Building Regulations 2010(as amended):

Where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work:

Commercial Only

Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies? YES ☐ NO ☐

Regularisations – when were the works carried out? Date:

9

Drainage

Does requirement H4 (Building over sewers) apply to the proposed work? YES ☐ NO ☐

Requirement H4 applies only to work carried out: (a) over a drain, sewer or disposal main which is shown on any map of sewers; or (b) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers.

[Building over or near a sewer \(nwl.co.uk\)](http://nwl.co.uk)

If yes, please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements:

10

Electrical Works (Domestic Only)

This must be completed where ‘**Notifiable Electrical Work**’ is to be undertaken in domestic properties. If you are unsure please contact us. Further guidance can be found at <https://electricalcompetentperson.co.uk/Building-Regulations-Explained>

(a) Electrical installation is to be carried out by a Part P registered Electrician. YES ☐ NO ☐ N/A ☐

11

Charges

Our charges are based on the published fees and charges schedule found on our website at [Darlington BC - Application forms and fees](#)

New Dwelling: How many dwellings?

How many dwelling types?

Extension: internal floor area to be created(m²)

How many storeys?

Replacement

Windows: How many windows?

All other works: Please provide an estimated cost of work £

Works for the **sole benefit** of a person with disabilities may be exempt from charges. Is exemption from fees being claimed? If yes, please provide evidence

Who is responsible for payment of the inspection fee? **Full Plans only**

Client ☐

Agent ☐

Contractor ☐

12

Extension of Time and Conditions (Full Plans application only)

Please tick if you **do not** consent to an extension of time to 2 calendar months. ☐

A further extension beyond 2 calendar months may be agreed where it is appropriate for the scheme.

Please tick if you **do not** consent to plans being passed with Conditions where appropriate ☐

13

Statement

- This notice is given in relation to the building work as described, and is submitted in accordance with [Regulation 12\(2\)](#) (Building Notice or Full Plans) or [Regulation 18](#) (Regularisation) where relevant and is accompanied by the appropriate fee. I understand that except in the cases of certain minor schemes further fees will be payable following the first inspection by the Local Authority
- Data Protection Act 1998: The Council, to which you have submitted this application form, collects data for the purposes of the Building Regulations. This data may also be passed to other related Government Agencies.
- Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000.

PLEASE ENSURE THIS FORM IS SIGNED

Name:

Date:

Signature:



Notes for guidance:

Fees

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the guidance notes on fees which are available on request. Subject to certain exceptions the Full Plans Submission fees are payable in two stages. The Plan fee is payable on submission and the inspection is payable after the first site inspection.

Expiry of application

This application shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.

Completion Certificate

A completion certificate will be issued following a satisfactory completion inspection. This is subject to the local authority being notified of all necessary inspections. Where the site has been dormant for more than five years or where notification is given that the application will be archived a resurrection fee may be charged to cover the cost of further inspections prior to the issuing of a Completion Certificate.

Following recent changes to the Building Regulations, from 1st October 2023 it is now a legal requirement at completion of works for the client/applicant to submit a compliance declaration form to buildingcontrol@darlington.gov.uk within 5 days of completion of works. The form should include signed and dated compliance declarations from the client/applicant, the builder/contractor and any designers who have been involved in the project.

Planning Permission

Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town & Country Planning Act. You are advised to consult the Planning Department if you are in any doubt.

Further guidance can be found at <https://www.darlington.gov.uk/environment-and-planning/building-control/>

Notes and Guidance

Section 1	<p>You must choose one of the options 'Full Plans', 'Building Notice' or 'Regularisation'</p> <p>A Full Plans application may be submitted for domestic and commercial properties.</p> <p>A Building Notice may be submitted for domestic properties, but cannot be used where;</p> <ul style="list-style-type: none"> (a) The building is or contains a 'workplace' under Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories and hotels. With these types of buildings we are required to consult with the fire authority meaning a Full Plans application must be submitted. (b) The building work is over or near a public sewer (c) The building will front onto a private street. <p>If the work has been substantially commenced or is complete a regularisation application may be submitted for retrospective approval.</p> <p>From the 1st of October 2023 all Building Regulations applications for High-Rise Buildings must be made to the Building Safety Regulator who will be the Building Control Authority for building work relating to the following buildings:-</p> <ul style="list-style-type: none"> • A residential building (2 or more residential units) with a top floor that is 18m or above ground level, or at least 7 storeys • Hospitals or care houses with a top floor that is 18m or above ground level, or at least 7 storeys
Section 2	The client's full name must be included together with the address postcode and contact details to allow us to communicate with you more effectively. The client is the person on whose behalf the work is being carried out which is usually the building owner.
Section 3	The agent is the architect, surveyor or other person acting on behalf of the applicant. Please note that all correspondence will be sent to the agent if one is provided.
Section 4	The principal or sole contractor is the person or company
Section 5	A principal designer is the <u>designer</u> (as defined in the <u>Regulations</u>) with control over the pre-construction phase who has the relevant <u>skills, knowledge and experience</u> and where they are an organisation, the organisational capability to carry out all the functions of the role. However, they do not have to carry out actual design work on the project.
Section 6	A principal contractor is the <u>contractor</u> with control over the construction phase of a project where they are the sole contractor, or involves more than one contractor. They are appointed in writing by the client (<u>commercial</u> or <u>domestic</u>) to plan, manage, monitor and coordinate health and safety during this phase.
Section 7	Where you have answered "Yes" please provide details of the existing building including the height, number of storeys and the use of each storey.
Section 8	Please provide a description of the proposed work. Where the proposal includes an extension, please indicate the number of storeys and the elevation (front, side or rear). Please also provide the height of the building and the total number of storeys of the building after the proposed work and details of the usage of each storey.
Section 9	Where the proposal is for a new building or an extension to an existing building, please confirm if you are building over or near a public sewer. You may need to confirm the sewerage undertaker to determine if a sewer will be affected. Where you have answered "Yes" please provide details of any precautions or measures required to protect to the sewer.

Section 10	If the proposal will include 'Notifiable Electrical Work' please confirm if the installation will be carried out by a Part P electrician. Where no notifiable electrical work is to be carried out this section may be left blank.
Section 11	<p>Charges are determined individually and are based on full recovery our costs for providing the Building Regulation service.</p> <p>Full Plans Application</p> <ul style="list-style-type: none"> • Plan checking fee – This is due on submission of the application and covers the cost of checking the plans and details submitted for compliance with the building regulations. • Inspection fee – This is invoiced to the person indicated as responsible in section 9(a) and covers the cost of site inspections. (If addition site inspections are required to re-inspect non-compliant work, further charges may apply) <p>Building Notice/Regularisation Application</p> <ul style="list-style-type: none"> • The full application fee is due on submission of the application or immediately after we have confirmed our charges to you. <p>Payment by debit or credit card can be made by contacting us on 01509 634757 or 01509 634924. Cheques should be made payable to 'Charnwood Borough Council'</p>
Section 12	<p>Under a Full Plans application a decision must be determined within 8 weeks of validation where an extension of time is agreed. If you do not consent to an extension of time the application must be determined within 5 weeks of validation unless an extension is later agreed.</p> <p>From the 1st of October 2023 a further extension beyond 2 calendar months may be agreed where it is appropriate for the scheme.</p> <p>Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify further modifications to the deposited plans and/or that further plans shall be deposited.</p>
Section 13	<p>The declaration should be completed by the person submitting the application.</p> <p>Full Plans and Building Notice applications are to be submitted in accordance with Regulation 12(2) which can be found here http://www.legislation.gov.uk/ukxi/2010/2214/regulation/12/made</p> <p>Regularisation Applications are to be submitted in accordance with Regulation 18 found here http://www.legislation.gov.uk/ukxi/2010/2214/regulation/18/made</p> <p>Where an application is submitted without the appropriate fee, the application shall not be valid until payment is received.</p>